

ASSIGNMENT 1

Textbook Assignment: "Official Mail Management Program," chapter 1, pages 1-1 through 1-7; "Security," chapter 2, pages 2-1 through 2-9; and "Funding," chapter 3, pages 3-1 through 3-6.

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| <p>1-1. Positive control of the OMMP is gained by performing what type of task?</p> <ol style="list-style-type: none">1. Collecting and canceling all mail2. Allowing Postal Clerks to handle all official mail3. Monitoring all outgoing and incoming official mail4. Securing the XO approval on all special services for official mail <p>1-2. The Navy Cost Control Program is designated by what OPNAV instruction?</p> <ol style="list-style-type: none">1. 5212.82. 5218.73. 5112.64. 5112.4 <p>1-3. What manual is NOT used in the preparation of official mailings?</p> <ol style="list-style-type: none">1. IMM2. DMM3. DOD 4525.8-M4. DOD 4525.6-C <p>1-4. An OMM may be a DOD civilian, GS-7 minimum, or an active duty military person of what minimum paygrade?</p> <ol style="list-style-type: none">1. O-22. O-33. E-64. E-7 <p>1-5. The OMM should conduct mandatory training for tenant command or activity OMMs at least how often?</p> <ol style="list-style-type: none">1. Biannually2. Annually3. Semiannually4. Quarterly | <p>1-6. Consolidated mail reduces the number of individual official mailings and reduces what other factor?</p> <ol style="list-style-type: none">1. Mail handling2. Individual accountability3. Overall postage costs4. Mishandling of the mail <p>1-7. You should use guard mail courier service for delivery to what type of activities in your local area?</p> <ol style="list-style-type: none">1. Military commands2. Medical facilities accepting TRICARE/CHAMPUS claims3. Civilian contracting agencies4. All of the above <p>1-8. Envelopes larger than 11 1/2 inches by 6 1/8 inches, or 1/4 of an inch thick are assessed a surcharge if the weight is equal to or less than how many ounces?</p> <ol style="list-style-type: none">1. 12. 23. 34. 4 <p>1-9. Official mail addresses are printed by mechanical means with uppercase letters and without punctuation with which of the following exceptions?</p> <ol style="list-style-type: none">1. A hyphen in the ZIP+4 Code2. A comma after the city3. A period after the state acronym4. The periods used in the abbreviation for post office box |
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- 1-10. A daily record reflecting the number and cost of commercial postage stamps procured, used, and on hand is kept on what PS Form?
1. 3369
 2. 3295
 3. 2259
 4. 2257
- 1-11. Which of the following agencies is/are rated as second to none in providing security for military mail?
1. MPS only
 2. USPS only
 3. MPS and USPS only
 - 4.
- 1-12. Registered mail may be transported outside CONUS and Canada only in U.S. flag certified cargo air carriers.
1. True
 2. False
- 1-13. Properly prepared registered mail containing classified material that is sent from outside CONUS may be expected to arrive at its destination in what manner?
1. Compromised
 2. Safely
 3. With the ordinary mail
 4. Only with an armed forces courier
- 1-14. Responsibility for informing key recipients of their obligation to safeguard their key rests with which of the following individuals?
1. Department head
 2. Commanding officer
 3. Official mail manager
 4. Leading chief petty officer
- 1-15. Distribution of mail room keys to duty personnel is accomplished by what method?
1. Letter from the CO
 2. Daily log book entry
 3. Page 13 entry
 4. Using PS Form 1096
- 1-16. At which of the following times should safe combinations be changed?
1. When the safe is initially received and annually thereafter
 2. when a compromise may have taken place
 3. Both 1 and 2 above
 4. A minimum of every 6 months
- 1-17. Due to increased worldwide terrorist activities, mail bombs are a fact of life that must be dealt with seriously. Mail bombs are identified by which of the following methods?
1. May appear lopsided
 2. Always has the correct postage affixed
 3. Does not have restricted postal endorsements
 4. All of the above
- 1-18. A bomb could be enclosed in which of the following types of packaging?
1. Envelope
 2. Box
 3. Shipping tube
 4. All of the above
- 1-19. If you find an article that you suspect is a mail bomb, what action should you take?
1. Evacuate the area immediately
 2. Move the suspected bomb to a confined space
 3. Place the suspected bomb in a file cabinet or drawer
 4. Place suspected bomb in a bucket of water

- 1-20. For handling and reporting articles suspected of being a mail bomb, you should refer to what postal publication?
1. *DOD Activity Address Directory*
 2. *DOD Postal Manual*
 3. *DON Postal Instructions*
 4. *USPS Domestic Mail Manual*
- 1-21. Policies relating to security of Department of the Navy classified information is the responsibility of what official?
1. Chief of Naval Information
 2. Chief of Naval Operations
 3. Director of Naval Intelligence
 4. Secretary of the Navy
- 1-22. Classified information is protected by which of the following persons?
1. The classified material officer only
 2. The commanding officer or officer in charge at each military command only
 3. The security manager only
 4. Every individual having access to classified information
- 1-23. Procedures to be followed in safeguarding classified information are found in which of the following publications?
1. USPSINST 5840.12
 2. DOD Directive 5300.2
 3. OPNAVINST 5510.1
 4. SECNAVINST 5400.6
- 1-24. Which of the following descriptions best defines the term access?
1. Being where classified information is kept
 2. The opportunity and ability to obtain knowledge of classified information
 3. The ability to obtain classified documents
 4. Taking possession of classified information
- 1-25. Which of the following items are termed as classified material?
1. Documents containing classified information
 2. Products in which classified information is recorded
 3. Substances that are classified
 4. All of the above
- 1-26. The release of classified information to an unauthorized person is best described by which of the following terms?
1. Disclosure
 2. Declassification
 3. Compromise
 4. Improper transmission
- 1-27. To protect national security, Navy information is classified by category. At present the Navy security information program consists of what type of information categories?
1. Top Secret, Secret, Confidential, and Restricted Data
 2. Top Secret, Secret, Confidential, and For Official Use Only
 3. Top Secret, Secret, and Confidential
 4. Secret, Confidential, and Restricted Data

- 1-28. Classified information that, if compromised, would cause exceptionally grave damage to the nation is found in which of the following categories?
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only
- 1-29. To prevent compromise of classified information, you should take which of the following security measures?
1. When vacating your space during working hours, classified matter should be stored as if you were securing at the end of the work day
 2. When classified documents are on your desk, but not in use, they should be kept either facedown or covered
 3. Do not discuss classified information over the telephone
 4. All of the above
- 1-30. You are mailing a document marked Confidential from the Fleet Mail Unit, Norfolk, Virginia, to a ship in care of FPO, AP. What special category of mail should you use for this purpose?
1. Special handling
 2. Certified mail
 3. Registered mail
 4. Insured mail
- 1-31. When sent through the U.S. mail, Confidential material must be enclosed in an envelope or a container that is double sealed to minimize the possibility of which of the following problems?
1. Disclosure
 2. Compromise
 3. Mishandling
 4. All of the above
- 1-32. In addition to burning, which of the following methods may be used to destroy classified material?
1. Jettisoning
 2. Pulping
 3. Smashing
 4. All of the above
- 1-33. What government office appropriates the funds used for official postage dollars?
1. U.S. Congress
 2. U.S. Senate
 3. Joint Military Postal Agency
 4. Military Postal Service Agency
- 1-34. The OMM files a Signature Card with the Disbursing officer. What DD Form is used for this purpose?
1. 577
 2. 285
 3. 2259
 4. 1096
- 1-35. When purchasing commercial postage for official mail, the disbursing officer will make Treasury checks payable to what official?
1. Accountable Postmaster, New York
 2. Postal Finance Officer, San Diego
 3. Postmaster of applicable local post office
 4. All of the above
- 1-36. A certified "Public Voucher for Purchases and services Other Than Personal," describes the postal services to be procured through an ADTA. What form is used for this voucher?
1. OF 1017-G
 2. SF 1034
 3. PS form 3603
 4. PS form 3610

- 1-37. After receiving the requested service, the OMM delivers the post office receipt (SF 1034) to which of the following persons?
1. Comptroller
 2. Disbursing officer
 3. Commanding officer
 4. Postal finance officer
- 1-38. What officials are responsible for reviewing all ADTA balances and transferring funds between ADTAs?
1. Disbursing officer and COPE
 2. Comptroller and disbursing officer
 3. OMM and comptroller
 4. OMM and disbursing officer
- 1-39. How often should ADTA balances and fund transfers be reviewed?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 1-40. What form is used to document the transfer of funds between ADTAs ?
1. OF 1017-G
 2. SF 1034
 3. PS form 3603
 4. PS form 3610
- 1-41. What specific wording is printed above the return address portion of official envelopes, labels, and mailable forms?
1. "Official Business"
 2. "Penalty for Private Use"
 3. "Military Department"
 4. "Department of the Navy"
- 1-42. An ADTA may be used for the purchase of stamps, stamped envelopes, and stamped cards.
1. True
 2. False
- 1-43. GPO contractors coordinate all mailings through what office?
1. USPS
 2. MPSA
 3. JMPS
 4. DAPS
- 1-44. Official postage meters may not be owned by a command.
1. True
 2. False
- 1-45. The official postage meter's registration, location, and model number is identified on what document?
1. Meter license
 2. Meter sales receipt
 3. Receipt for postage meter settings
 4. Contractor lease agreement
- 1-46. What official(s) is/are authorized to reset the official postage meter?
1. COPE only
 2. USPS authorized representative only
 3. COPE and USPS authorized representative only
 4. COPE, USPS authorized representative, and disbursing officer
- 1-47. How often are official meters checked in and out of service?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 1-48. How often should official postage meters be reset?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly

1-49. Each time a meter is set or reset, the clerk will complete what PS form as a "Receipt for Postage Meter Settings"?

1. PS Form 3601-A
2. PS Form 3602-A
3. PS Form 3603
4. PS Form 3610

1-50. At the close of business each day, the ascending and descending register readings should equal the sum of the control number. What mathematical operation is used?

1. Multiplication
2. Division
3. Addition
4. Subtraction